



## PMI Board Meeting Minutes

**Meeting Date:** February 12, 2015 - 6:00 PM    **Meeting Location:** Devry, Portland OR

Name	Title	Present	Status Report
<b>Bob Bondaruk</b>	President	Yes	<b>No</b>
<b>Saby Waraich</b>	President Elect	No	<b>No</b>
<b>Diane Brady</b>	Past President	Yes	<b>No</b>
<b>Molita Sloan</b>	Secretary	Yes	<b>Yes</b>
<b>Shelley Crabtree</b>	VP Finance	No	<b>Yes</b>
<b>Carrie Hertel</b>	AVP Finance	Yes	N/A
<b>Maria Schaeffer</b>	Asst. Secretary	Yes	N/A
<b>Anne Chalmers</b>	VP Marketing	No	No
<b>Jimmy Godard</b>	VP Programs	No	Yes
<b>Trish Kelley</b>	VP at Large	Yes	No
<b>Alan John</b>	VP Outreach	No	No
<b>Stephen Wilks</b>	VP Operations	Yes	Yes
<b>Gay Lynn Calonge</b>	VP Membership	Yes	Yes
<b>Brett Anderson</b>	VP Prof.Development	Yes (online)	No
<b>Shannon Musson</b>	AVP Membership	Yes	N/A

1. **Meeting called to order:** 6:20 PM (Bob called the meeting to order/ Stephen seconded the order)
2. **Approval Minutes:** For January 2015 Minutes Stephen moved and Trish seconded to approve as amended the January minutes. The vote was unanimous.



**3. Financial Status: (All original numbers are as of 1/31/15)**

#Corrections to expense reports 0  
#Corrections to GL TBD  
#Requests for Changes to GL TBD

❖ Financial Position as of January 31, 2014  
❖ Operating Account \$ 156,663  
❖ Strategic Reserves \$ 45,145  
❖ Emergency Fund \$ 120,000  
**Total \$ 321,808**

**Strategic Reserves Position as of January 31, 2015**

Beginning of Month \$ 53,145  
Expenditures – Agreed Upon \$ 8,000  
Balance end of Month \$ 45,145

**January Chapter P&L Review**

Income \$ 32,287  
Expenses \$ 14,831  
Net \$ 17,831

**Year to Date thru January 31, 2015 Chapter P&L Review**

Income \$ 32,287  
Expenses \$ 14,831  
Net \$ 17,831

**Year to Date thru January 31, 2015 Budget vs. Actual:**

Income Budget vs. Actual 13%  
Expenses Budget vs. Actual 5%

\*All original numbers are as of 2/11/2015

#### **4. Portfolio Updates:**

##### **a. Marketing**

- ❖ None

##### **b. Membership**

- ❖ Volunteer Recognition event proposal announced.
  - Venue: Willamette Star
  - Date confirmation: June 6, 2015
- ❖ New Volunteer of the Month program is now on the website and will be announced in the February newsletter.
- ❖ Director of Communication position will be changed to Director of Member service. The role will bring initiatives to the Board for member outreach and recruitment.

##### **c. Operations**

- ❖ The Operations Portfolio will pay Memberclicks the \$150 fee for backup service which does not include forms. The Operations Portfolio will also pay Memberclicks a fee of 2 months worth as contracted to terminate service.
- ❖ Stephen proposes a consolidated conferencing tool 'Join Me' and requests feedback to pursue an initiative proposal. Bob requests education on tool, the potential usage and interest from all portfolios departments and the benefit of shared licenses of 'Join Me' as a chapter cost to use as-needed.

##### **d. Outreach**

- ❖ None

##### **e. Professional Development**

- ❖ Brett reported that Hiedi is actively in the planning phase of the annual conference and seeking volunteers.

##### **f. At Large**

- ❖ None

##### **g. Programs**

- ❖ The 'Call for Speakers' is now in LinkedIn as a social media outlet. The only open speaker slot to be filled is December 2015.
- ❖ Chapter Dinner Meeting
  - Will announce that the Feb 27<sup>th</sup> is the deadline for the April meeting success stories. Backup plan if minimal feedback will be a paid speaker.
- ❖ Round tables
  - None
- ❖ Registration
  - None

#### **h. Execs**

- ❖ None

### **5. Volunteer recognition**

- ❖ Gay Lynn recognized Divya Jain for her work on the guest pass program proposal, and for her active work in member outreach proposals.
- ❖ Gay Lynn recognized Shannon Musson for her volunteer efforts thus far especially the planning efforts with the upcoming annual conference.
- ❖ Bob recognized the Strategic Launch team for proactively marketing the volunteering recruitment effort for the annual conference at this point in time.

### **6. New Business/Issues:**

- ❖ Diane submitted the bylaws and GOC approved them. The chapter will post the bylaws 45 days prior to the Chapter voting.
- ❖ Bob announced that the only available Timbers event date is October 25. Bob requested feedback towards a fee for members. Board agreed to the fee option and will defer the fee amount towards marketing giveaways to the volunteers.

Bob will put forth a proposal. Bob will supply \$2,944 as the remaining balance for the event; a total cost of \$3,244.

- ❖ Stephen will research and assess how to efficiently store monthly Portfolio Status Reports for the Director of Volunteer Recognition to utilize. In the interim, Gay Lynn requested Board members to send reports to her from January 2014 thru January 2015..
- ❖ Gay Lynn identified a concern to the volunteer points system published on the PMI website. The program will still be in effect, however the Board agreed for Gay Lynn to remove the publication from the website. Gay Lynn will present a modified proposal in March approximately and have the Board revisit.

## **7. Board Outreach Update**

- ❖ None

## **8. Toastmaster Club**

- ❖ Trish has arranged for Toastmaster's club to meet here Wednesday night starting March 4th 6:30pm at Devry. Trish requests support and will market the Toastmaster's club at upcoming venues, email blasts, roundtables, social media and PMI chapter meeting. Board will take note of initial participation.

## **9. Proteon Update**

- ❖ Proteon is already in play.
- ❖ Marketing is in review.
- ❖ A Paypal service will be offered.

## **10. Action Items**

- ❖ See separate spreadsheet for updated action items.

## **11. Decisions**

- ❖ None



## 12. Web Page Review:

- ❖ The chosen web page review was Professional Development . The Board found all pages were deemed updated with the exception of:
  - Mentoring web page: Brett will pursue a volunteer. Bob proposes to hide the web page and will Brett will take lead on the effort.
  - Annual Conference Speaker web page: Board requested that it be reviewed.

**Meeting Adjourned:** At 8:09 PM the meeting was voted to an end. Molita moved, Stephen seconded. Vote was unanimous.

Respectfully submitted,  
Molita Sloan, Secretary

*Molita Sloan*